

Name _____

No.

6

The
Common Sense
Copy Books

A System
of
Vertical Penmanship
by
Joseph V. Witherbee.

A. Lovell and Company
Publishers.
New York and Chicago.

POSITION OF PUPIL.

One of the most important things in teaching penmanship, both from a hygienic and practical point of view, is the position of the pupil at the desk. The following directions should be closely followed :

1.—SIT SQUARELY FACING THE DESK, WITH THE FEET FLAT ON THE FLOOR. 2.—RAISE THE SEAT SO THAT BOTH FOREARMS, WHEN PLACED HALF THEIR LENGTH ON THE DESK, ARE NEARLY LEVEL. 3.—PLACE PAPER SQUARELY IN FRONT OF THE BODY. 4.—SIT ERECT.

Study the adjoining cut for the correct position.



PEN HOLDING.

The pen should be held easily between the thumb and second finger, with the extended forefinger resting lightly upon it in such a way that both points of the nib shall press equally upon the paper. The direction of the penholder should be somewhat away from the body, along the line of the forearm. The hand should rest comfortably on the side. See cut on this page.

HINTS TO TEACHERS.

The child should have pen, ink, and paper from the time he enters the primary school, both for writing and figuring. He learns to make legible characters quite as readily with the pen as with the pencil, the only difference being that the faults, while not greater in fact, appear more prominent on paper than on the slate. The pupil accustomed to the pen from the beginning, seldom acquires the habit of gripping the pen, a fault so common in pencil-using children.

For practice work, both in letters and figures, single-ruled paper should be used in all grades.

The pupil should use a smooth-pointed pen and avoid too light lines.

Too much stress can not be laid upon the necessity for *enthusiasm* and *persistent effort* on the part of both teacher and pupil.

\$56⁰⁰/₁₀₀ New Orleans, La., Oct. 5, 1894.

Received of H. D. Fulton
Fifty six Dollars, for one month's
rent of house No. 16 John St.

Isaac L. Baxter

\$680 $\frac{25}{100}$

Louisville, Ky., Nov. 2, 1894.

Received of George L. Wells,
Six hundred eighty & $\frac{25}{100}$ Dollars,
in full of account.

O. B. Zaner.

\$902 $\frac{50}{100}$ San Francisco, Cal., Aug. 1, 1895.

Due E. L. Conant on demand,
Nine Hundred Two & $\frac{50}{100}$ Dollars.
Value received.

John L. Heaton.

\$80 $\frac{00}{100}$

Brooklyn, N.Y., July 7, 1895.

Ninety days after date,
I promise to pay to the order of
Wallace Bruce, Eighty & $\frac{00}{100}$ Dollars.
Value received. B. Y. Fox.

\$7000 $\frac{00}{100}$

St. Louis, Mo., Oct. 23, 1891.

Four months after date,
I promise to pay to the order of
W. O. Vernon, Seven Thousand & $\frac{00}{100}$
Dollars, at Fifth Ave. Bank.

Value received.

Z. L. Horner.

\$1000⁰⁰/₁₀₀ Cambridge, Mass., Sept. 1, 1893.

One year after date, I
promise to pay to the order of
D. B. Hart, One Thousand Dollars,
with interest at 5%.

Value received.

R. K. Upton.

Phila., Pa., June 5, 1892.

Mr. Z. L. Vail,

Please pay to the order
of R. X. Todd, Ninety & $\frac{75}{100}$ Dollars in
Mdse. and charge the same to my
account.

H. C. Kingsley.

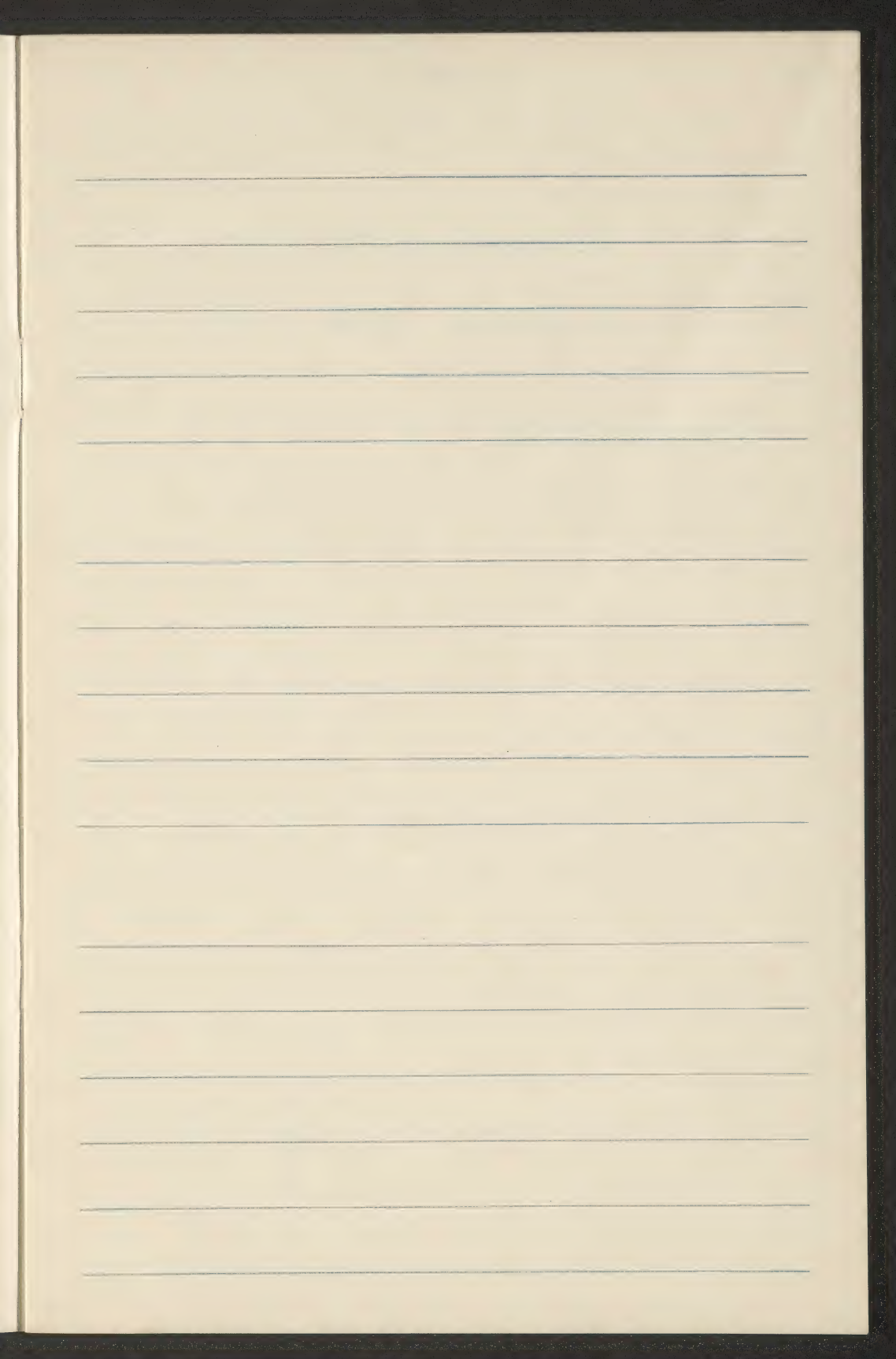
Mr. and Mrs. E. E. Stevens request
the pleasure of Miss Brown's
company to dinner, on Friday,
the tenth inst. at seven o'clock.
123 Oak Street, May fifth.

Letter of Acceptance.

Miss Brown accepts with much
pleasure Mr. and Mrs. E. E. Stevens'
invitation to dinner, Friday, the
tenth instant.
746 Unity Av., May sixth.

Letter of Regret.

Miss Brown regrets that a
previous engagement prevents
her from accepting Mr. and Mrs.
E. E. Stevens' kind invitation to
dinner, the tenth instant.
746 Unity Av., May sixth.



Boston, Mass., Sept. 6, 1895.

Y. M. Upton,

Bought of P. H. Knox.

50	bbls. Flour	@ \$4.	200	00		
25	cases Tomatoes	" 2.10	52	50	252	50
	Received payment,					
	P. H. Knox.					

Mr. E. V. Upton,
579 Euclid Av.,
Cleveland, O.

Exchange for £151.

New York, July 16, 1895.

Three days after sight of this First of Exchange,
(Second unpaid,) pay to the order of Andrew B. Scott,

One hundred fifty-one Pounds _____, Sterling,
value received and charge to account of

To Messrs. Bates & Shirley,
No. 175. London.

Henry Bates & Co.

No. 63

Oct. 29, 1895.

To R. K. Zaner

For Mdse.

Brought forward 579 80

Deposit 50

629 80

Check 52 95

Carried forward 576 85

Check and Stub.

No.

To

For

Brought forward

Deposit

Check

Carried forward

No. 63

Chicago, Ill., Oct. 29, 1895.

Lincoln Avenue Bank.

Pay to the order of R. K. Zaner \$52⁹⁵Fifty-two & ⁹⁵/₁₀₀ Dollars.

A. Lamberton & Co.

No.

Chicago, Ill.,

Lincoln Avenue Bank.

Pay to the order of \$

Dollars.

(Stub of Check).

(In Blank).

R. K. Zaner.

(For Deposit).

For Deposit.

R. K. Zaner.

(In Full).

Pay to the order of
H. U. Lawrence.

R. K. Zaner.

(Without Recourse).

Without Recourse.

R. K. Zaner.

\$90 $\frac{00}{100}$

St. Louis, Mo., Feb. 1, 1894.

At ten days' sight, pay
to the order of Joseph H. Quinn,
Ninety $\frac{00}{100}$ Dollars, value received,
and charge to A. X. Parker.

To G. E. Vance, Tacoma, Wash.

Letter Ordering Merchandise.

238 Water St.,

Richmond, Va., May 3, 1895.

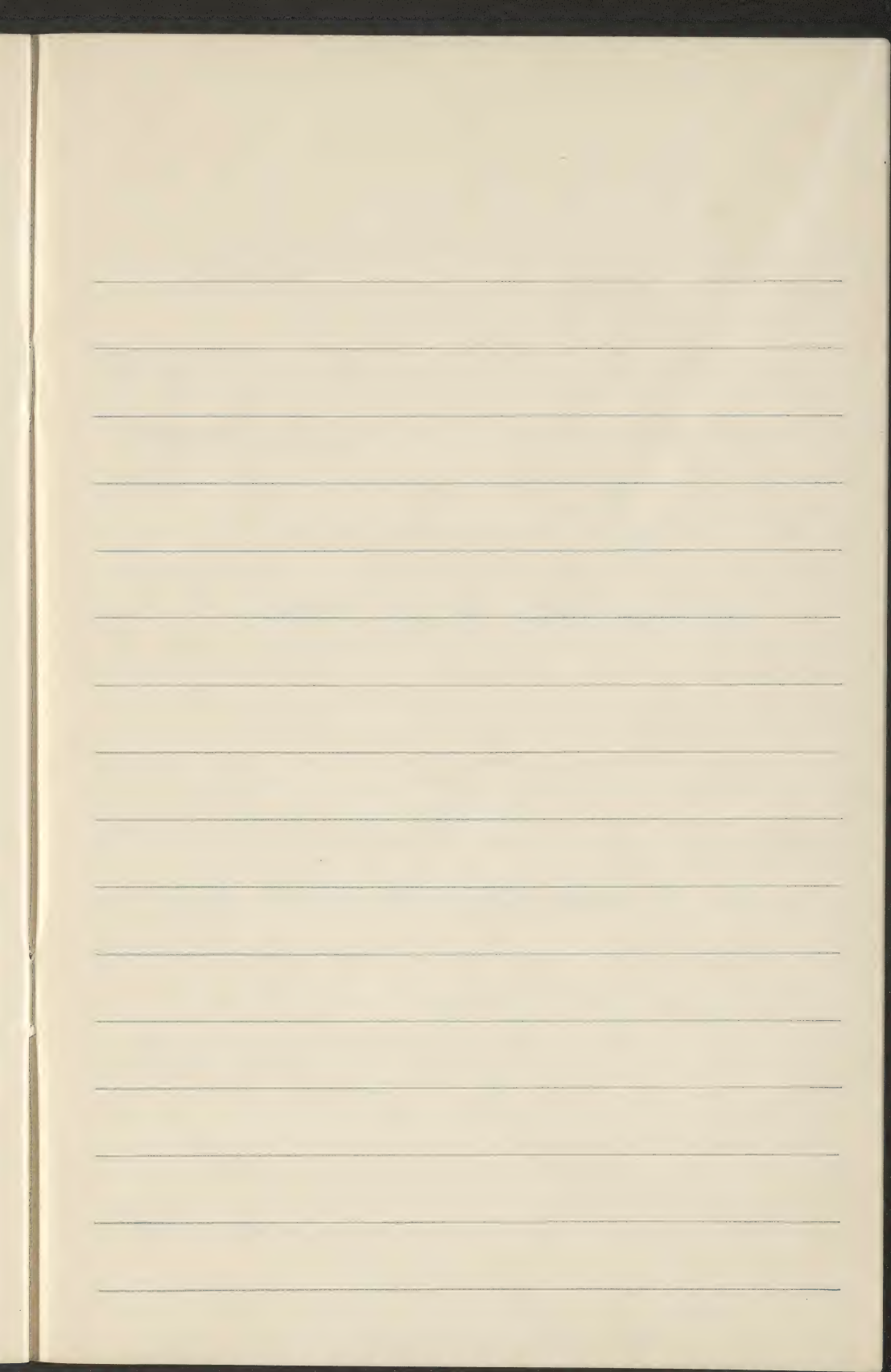
Messrs. A. D. Locke & Co.,

New York City.

Gentlemen, — Please send us, as per prices given in your list of the 29th. ult., 325 bbls. gran. Sugar, 200 bags Java Coffee and 75 bxs. Layer Raisins. If possible, ship by Thursday's boat.

Quote best discount for cash by return mail.

Respectfully yours,
Ross Bros.



Letter Acknowledging Receipt of Order for Merchandise.

79 Front St., New York,
May 5, 1895.

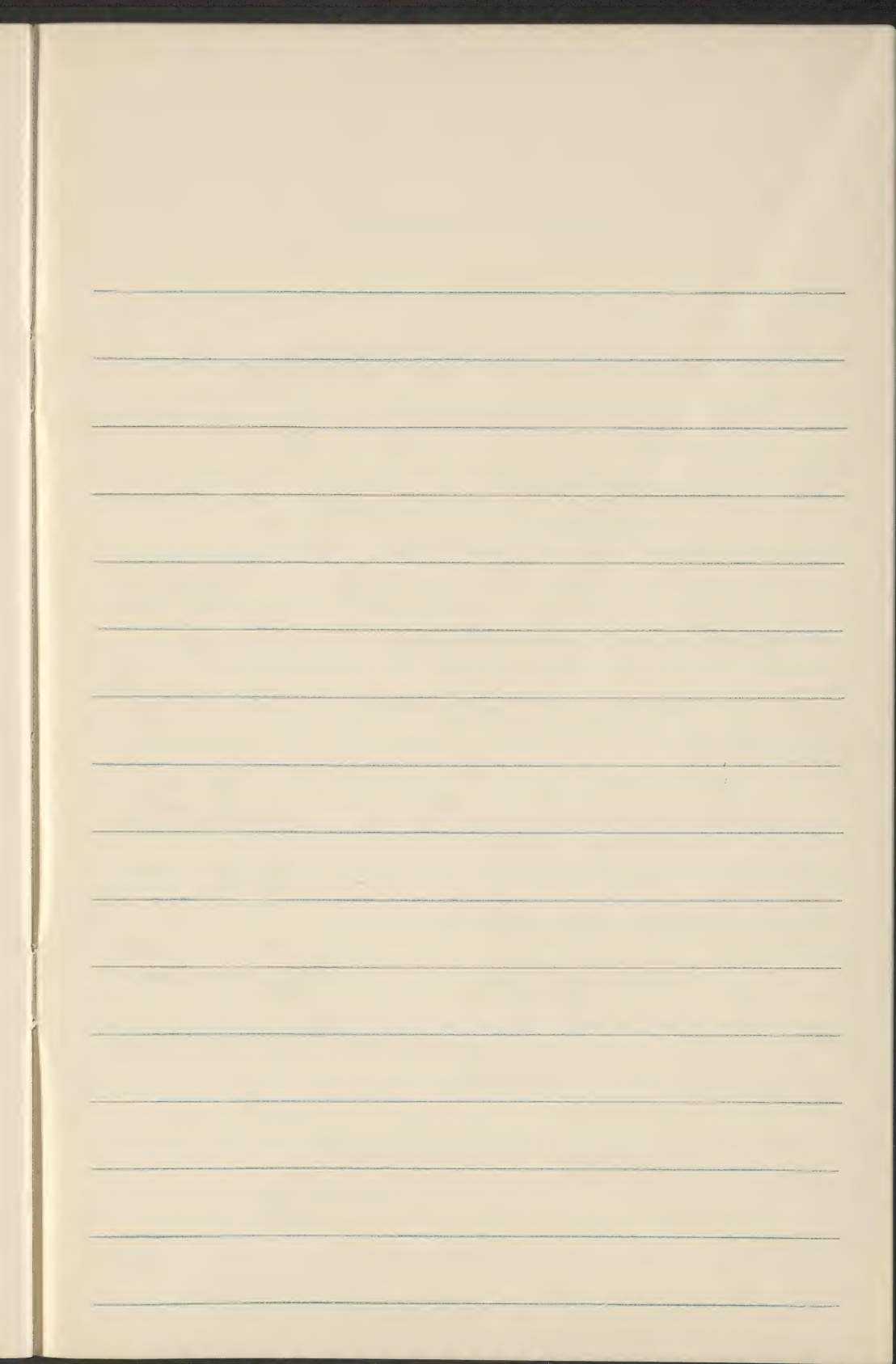
Messrs. Ross Bros.,
Richmond, Va.

Gentlemen, - Your order of the
3rd inst. is received, for which
accept our thanks.

We ship the goods to-day per
Str. Drew, and trust that they
will arrive safely, and prove
satisfactory. Enclosed is bill of
lading for same.

Awaiting your further orders
we are,

Yours truly,
A. D. Locke & Co.



Application for a Recommendation.

519 Colony Ave.,
Salem, Mass., June 1, 1894.

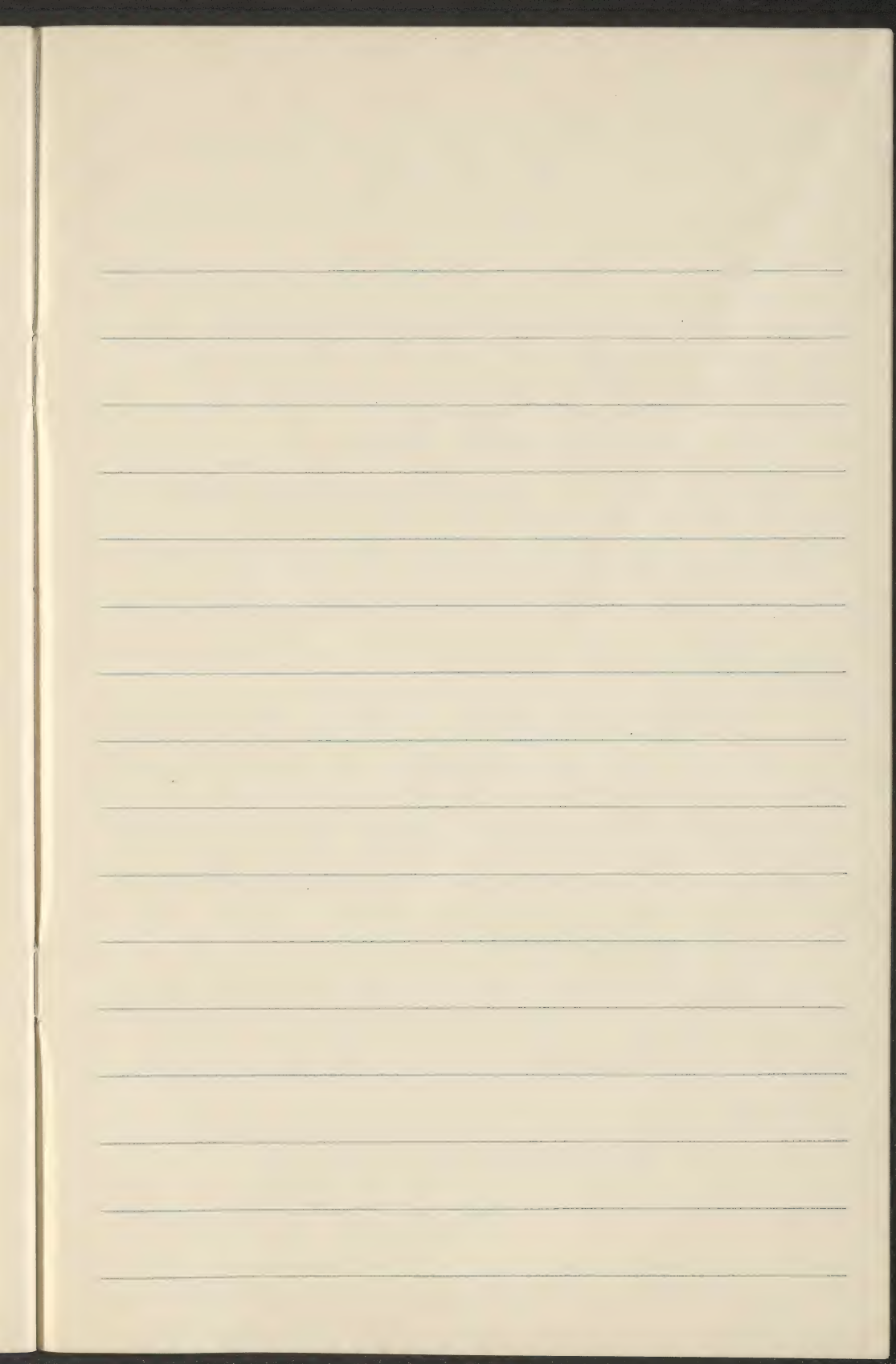
Mr. A. G. Morris,
Principal P.S. No. 4.

Dear Sir, - I wish to secure
a position in which I can earn
something to help support my
mother.

As a graduate of your school,
I venture to ask you to write me
a recommendation.

Trusting that you know me
well enough to grant my request,
I am

Very respectfully yours,
E. D. Baker.



Reply to Advertisement.

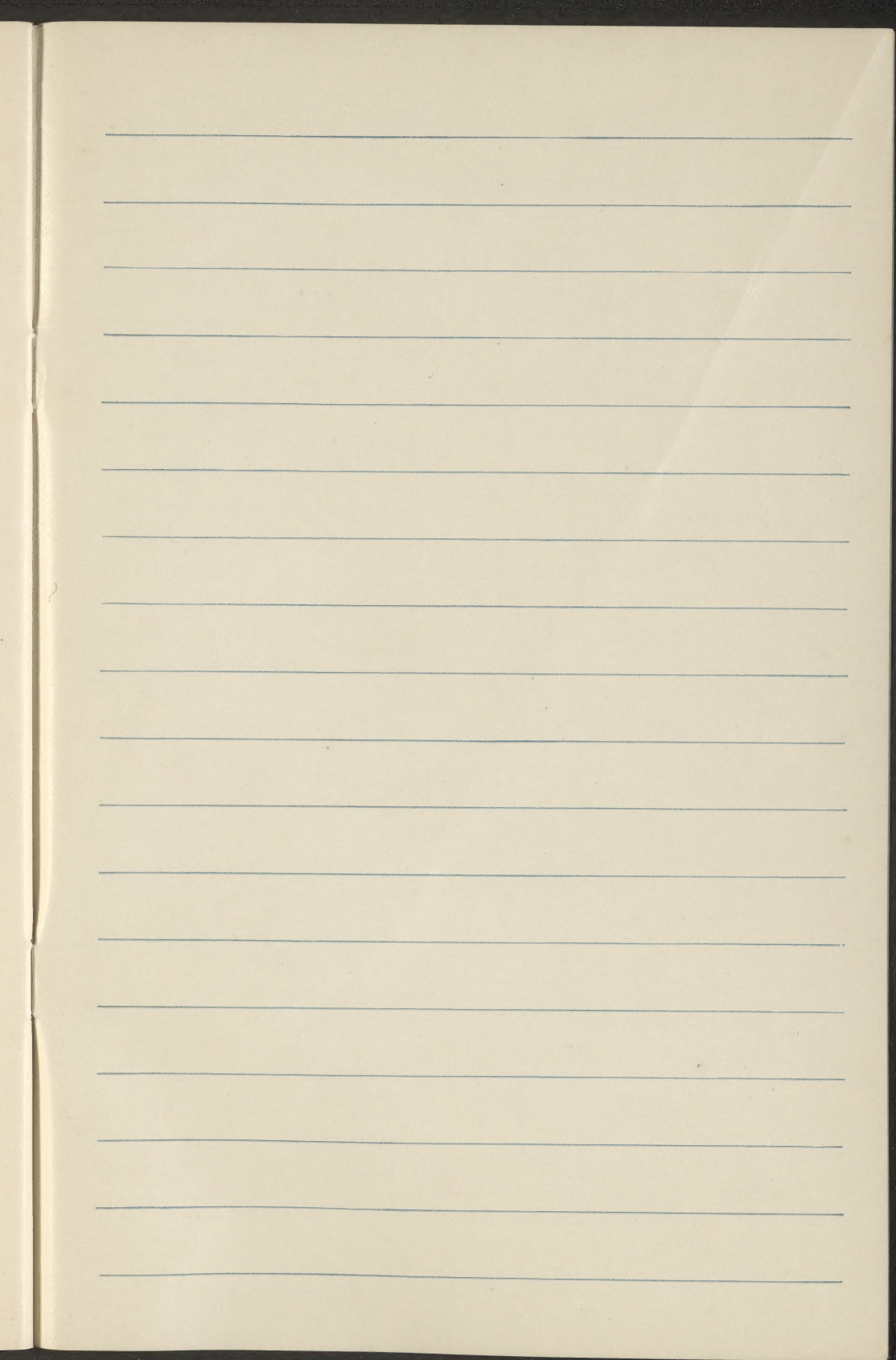
253 Sawton St.,
Brooklyn, N.Y., May 1, 1894.
Mr. Geo. E. Monroe,
478 Bedford Ave.

Dear Sir, - Your advertisement for an office-boy in to-day's paper prompts me to apply for the position.

I am fourteen years old and a graduate of Public School No. 4, whose Principal has kindly given me the enclosed letter of recommendation.

Should you wish to see me, I shall be glad to call at your office.

Respectfully yours,
Andrew G. Frank.



Situation Wanted.—A boy, fifteen years old, desires a position as office boy in a wholesale house. Dry goods preferred. References furnished. Address, Edward D. Brown, 1957 Ridge Ave., New York.

(The pupil will make two repetitions of the above form on the ruled lines below.)

The three principles of penmanship are: THE STRAIGHT LINE, |, THE RIGHT CURVE,), and THE LEFT CURVE, (.

The standard of measurement is called a space, which, in height, is the letter *i* without the dot, and, in width, is the distance between the points of the letter *u*. The chart on this page shows each letter and figure properly spaced.

There are three recognized movements in writing:

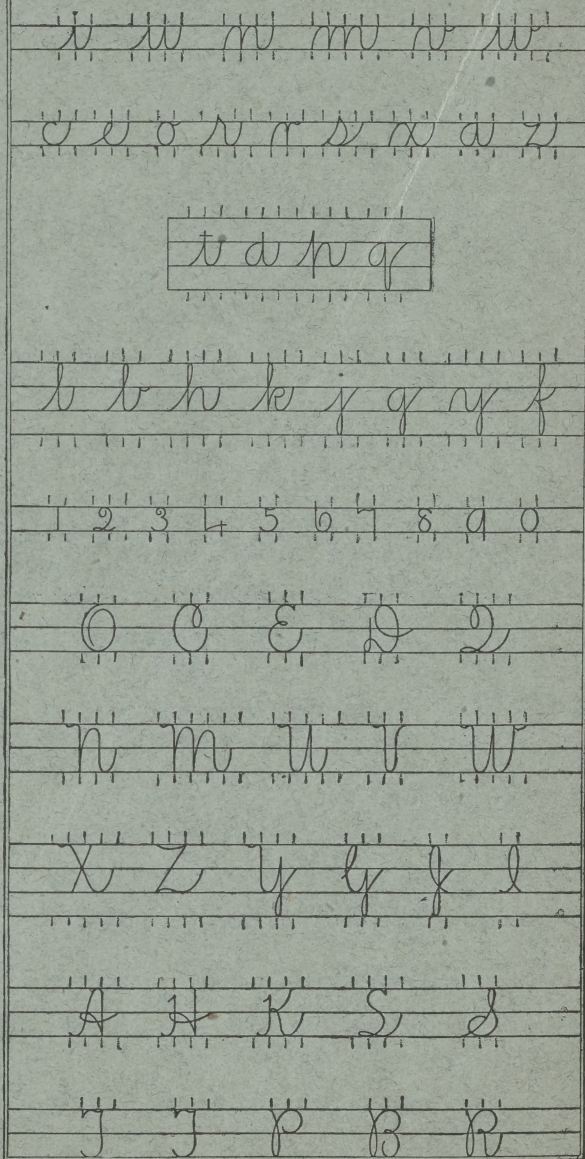
1st.—The Arm-movement, used chiefly in flourishing, in which the whole arm is employed without resting on the desk.

2d.—The Forearm-movement, in which the writing is done by rolling the hand back and forth on the muscle of the forearm.

3d.—The Finger-movement, which employs the two fore-fingers and thumb only.

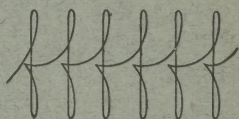
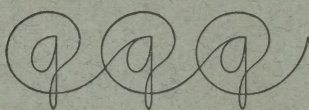
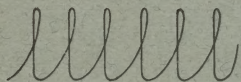
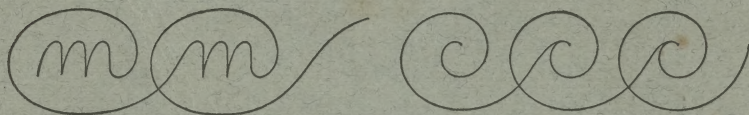
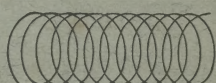
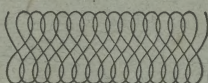
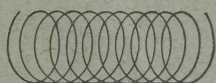
Most children, on entering school, use the finger-movement almost exclusively, but the aim of the good teacher will be gradually to produce an EASY ROLLING MOTION, combining the forearm and finger movements.

CHART SHOWING SPACING OF LETTERS AND FIGURES.



The Common-Sense Copy-Books

Have been prepared to meet the demand for a system of penmanship that can be acquired by pupils in the shortest time, and that combines, in the highest degree, the two essentials, legibility and speed. The simplicity of the copies in this series, both in form and spacing, reduces the toil of both teacher and learner to a minimum, while conducting, at the same time, to greater legibility and more rapid work.



The books in this system have been carefully graded and arranged with due regard to progressive requirements.

No. 1.—Contains short words only, developing all the small letters in the order of their difficulties.

No. 2.—Contains, in addition to words, short sentences, employing all the capitals.

No. 3.—Reduces the height of the letters, and is made up of sentences composed of maxims and proverbs.

No. 4.—The sentences used are composed, for the most part, of patriotic sentiments.

No. 5.—Contains two-line copies, to accustom the pupil to continuous work.

No. 6.—Presents the usual business-forms with which every boy and girl should be familiar.

A Tracing Book forms an easy introduction to the System for beginners.

A. LOVELL & COMPANY, Publishers, NEW YORK and CHICAGO.